



## August 2012 Meeting Minutes

*Adrianne Browning\**

*Jason Abston\**

*Denise Creek*

*Jessica Dunnegan\**

*Judy Hatcher\**

*James Kennedy*

*Betty Keown\**

*Keith Lancaster\**

*Don Loiacano\**

*Sophie McAdams*

*Heather Nicklies*

*Casey Scruggs\**

*Tanya Vincent\**

*Melvin Watson\**

*Eric Wolfe\**

*\*--attended meeting*

The meeting opened with the confirmation of committee members chosen for **Staff Council and University Committees** on which we have representatives. The list is located on the Staff Council website.

**Staff Council goals** for 2012-2013 were discussed and chosen. They include:

1. Increasing communication and awareness with WKU staff by:
  - a) placing the Staff Council meeting agenda on the website prior to the actual meeting and directing staff to leave suggestions/comments through the Anonymous Drop Box;
  - b) emailing the Staff Council agenda to staff before the meetings; and
  - c) scheduling a Staff Council meet and greet and getting more people involved in Staff Council.
2. Pursuing benefits and leave time for part-time employees;
3. Investigating and better understanding the working relationship between WKU and Sodexo in order to improve working conditions and to build morale for all WKU employees;
4. Moving Staff Excellence Awards Ceremony to 2013 Convocation; and
5. Hosting 2012 Fall Break Brunch.

John Osborne will speak at our September 5 meeting about the partnership between Sodexo and WKU. The Council was asked to forward all questions for John to Adrianne Browning to be compiled into one document. John will receive a written summary from the Council about the nature of the September 5 meeting.

Council received an **anonymous email** asking why we look at benchmark institutions to determine policies for part-time employees. The Council found this to be a good question. Reviewing our benchmark institutions is helpful in that it allows us to review how comparable institutions are handling the same issues. Such a study also gives us concrete examples to support our proposal for possible changes in benefits for part-time employees. HR reported that WKU has approximately 275 part-time employees who earn no vacation, sick time, or health insurance.

Emails about **summer hours** from anonymous employees show that opinions vary widely. Several employees asked why we cannot have this schedule year round. One anonymous email wanted to know if it would be possible to earn vacation days or paid time off during the fall and/or spring break. Others complained that the adjusted hours create major problems with childcare and eldercare responsibilities. These are all legitimate points of view. After a lengthy discussion, Council decided to look into the feasibility of having more flexible hours during fall break. The consensus, however, was that the university couldn't shut down for

spring break, as it does with the winter break. Spring break brings students from other schools, who visit WKU to see if it's a potential fit for them. In addition, we host various events during that time that also bring students here. Jason Abston reported that the new summer hours have had a big impact on energy saving. The money saved has then been used to upgrade our heating and cooling systems.

Staff Council has agreed it is time to review the Staff Council **Constitution and By Laws**. Before each meeting, sections will be reviewed and discussed at each meeting until the document is reviewed in its entirety.

**Fall Break Brunch** will be Thursday, October 4, 2012 and will take place in the **Topper Cafe** on the South Lawn. Aramark will provide food. **Door Prizes:** This year you must be in attendance to be eligible to receive a door prize. We will email you a brochure, which includes a form for your name, department, and phone number. Be sure to bring the form to the Brunch so that your name will be entered in the drawing. If your department would like to donate prizes, please contact [judy.hatcher@wku.edu](mailto:judy.hatcher@wku.edu).

**Book Scholarship** information for fall semester is posted on Facebook. The application itself is on the Staff Council website and can be submitted from August 6 to August 20. The committee will make a decision and announce the recipients on August 22. An e-mail from Adrienne Browning, Chair of Staff Council should appear in your email on Thursday.

Keith Lancaster offered information about **AED Training** (automatic external defibrillator) on campus. Each building on campus has been equipped with an AED. If you have the need to use this equipment, the instructions should walk you through step by step. If you have not used an AED and would like training, go to <http://www.wku.edu/healthservices/aed-program/> for more information.

Because of Fall Break Brunch, Staff Council will be meeting on Wednesday, September 5, for our regular meeting, and September 26 to finalize Fall Break Brunch plans.

Our speaker for September 26 will be President Ransdell.

Staff Council members want to seek new ways to open up communication with you. We ask that you contact us with issues you have and we will do our best to discuss and seek resolution on your behalf.

Meeting adjourned at 11:40 a.m.

**FYI:** Visit the Staff Council web page at <http://www.wku.edu/staffcouncil/>. It offers a wide variety of information. Click Contact Us to access an anonymous e-mail form where you can voice your concerns, questions, suggestions, and any ideas you would like Staff Council to address.

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